



CITY OF BEAVERTON
Community Development Department
Planning Division
4755 SW Griffith Drive
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-3720
www.beavertonoregon.gov

OFFICE USE ONLY

FILE #: _____
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SUBMITTED: _____ **LWI DESIG:** _____
COMP. PLAN: _____ **NAC:** _____

DEVELOPMENT APPLICATION- DESIGN REVIEW TWO & THREE

PLEASE SELECT THE SPECIFIC TYPE OF DESIGN REVIEW FROM THE FOLLOWING LIST:

☐ DESIGN REVIEW TWO

☐ DESIGN REVIEW THREE

APPLICANT: Use mailing address for meeting notification.

Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE:

Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed.

Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

EXISTING USE OF SITE: _____

ASSESSOR'S MAP & TAX LOT # **LOT SIZE** **ZONING DISTRICT**

PROPOSED DEVELOPMENT ACTION: _____

PRE-APPLICATION DATE: _____

AREA TO BE DEVELOPED (s.f.): _____



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DESIGN REVIEW TWO & THREE

DESIGN REVIEW TWO & THREE SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS

- ☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide **one (1) completed** copy of this five (5) page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.

In the written statement, please include the following:

- ☐ Address all applicable provisions of Chapter 20 (Land Uses)
- ☐ Address all applicable provisions of Chapter 60 (Special Regulations)
- ☐ Address all Facilities Review Technical Criteria from Section 40.03 of the City's *Development Code* (ORD 2050).
- ☐ Provide individual findings specifically addressing how and why the proposal satisfies each of the criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
- ☐ Provide the hours of operation, total number of employees, and maximum number of employees per shift. If more than one type of operation exists or is proposed for the project site, please specify the information requested above for each use.

- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.

- ☐ **E. SITE ANALYSIS INFORMATION.**

- ☐ Proposed parking modification: _____ sq. ft.
Proposed number of parking spaces: _____
Proposed use: _____
Parking requirement: _____

- ☐ Existing parking area: _____ sq. ft.
Existing number of parking spaces: _____

- ☐ Existing building height: _____ ft.
Proposed building height: _____ ft.
Existing building area: _____ sq. ft.
Proposed building modification: _____ sq. ft.

- ☐ Existing landscaped area: _____ sq. ft.
Percentage of site: _____ %
Proposed landscape modification: _____ sq. ft.
Percentage of site: _____ %

☐ **F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org

☐ **G. PRE-APPLICATION CONFERENCE NOTES.** Provide a copy of the pre-application conference summary as required by the City's *Development Code Section* 50.25.1.E. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

☐ **H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)**
Provide the following information as required by the City's *Development Code Section* 50.30 The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.

- ☐ 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- ☐ 2. A copy of the mailing list used to mail out the meeting notice.
- ☐ 3. A written statement representative of the on-site posting notice.
- ☐ 4. Affidavits of mailing and posting
- ☐ 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- ☐ 6. Meeting minutes that include date, time and location, as well as, oral and written comments received
- ☐ 7. Meeting sign-in sheet that includes names and address of attendees.
- ☐ 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.

☐ **I. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

☐ **J. SCOPE OF REVIEW** **If filing the Design Review 3 application, please check one of the following:**

I, as applicant or the applicant's representative, submit this application for Design Review 3 for the following reason:

- ☐ The proposal meets one or more Thresholds identified in Section 40.20.15.3.A (1 through 6) for **Design Review 3**. Therefore, materials submitted with this application respond to all applicable Design Guidelines (Sections 60.05.35 through 60.05.50 of the Development Code)
- ☐ The proposal meets one or more Thresholds for **Design Review 2** but does not meet an applicable Design Standard. Therefore, materials submitted with this application respond to all applicable Design Standards except for the standard(s) not met where I have instead provided a response to the corresponding Design Guideline(s).
- ☐ The proposal meets one or more Thresholds for **Design Review 2**, however, for the reasons identified in my attached narrative, I elect to file this application for Design Review 3 and have provided a response to all applicable Design Guidelines.

PLANS & GRAPHIC REQUIREMENTS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of **24" x 36"**. Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

Include all of the following information:

☐

A. EXISTING CONDITIONS PLAN:

- ☐ 1. North arrow, scale and date of plan.
- ☐ 2. Vicinity map.
- ☐ 3. The entire lot(s), including area and property lines dimensioned.
- ☐ 4. Points of existing access, interior streets, driveways, and parking areas.
- ☐ 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
- ☐ 6. Existing right-of-way and improvements.
- ☐ 7. Dimension from centerline to edge of existing right-of-way.
- ☐ 8. Existing topographical information, showing 2 ft. contours.
- ☐ 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
- ☐ 10. Location of existing public and private utilities, easements, and 100-year floodplain.
- ☐ 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- ☐ 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
- ☐ 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- ☐ 14. Existing trees. Indicate genus, species and size. Dbh is measured at 54" above grade.

☐

B. DIMENSIONED SITE PLAN:

- ☐ 1. North arrow, scale and date of plan.
- ☐ 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- ☐ 3. Points of access, interior streets, driveways, and parking areas.
- ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- ☐ 5. Proposed right-of-way, dedications and improvements.
- ☐ 6. Dimension from centerline to edge of proposed right-of-way.
- ☐ 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
- ☐ 8. Location of storm water quality/detention facilities.
- ☐ 9. Boundaries of development phases, if applicable.
- ☐ 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- ☐ 11. Sensitive areas, as defined by CWS standards.
- ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- ☐ **C. GRADING PLAN:**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. The entire lot(s).
 - ☐ 3. Points of access, interior streets, driveways, and parking areas.
 - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - ☐ 5. Proposed rights-of-way, dedications and improvements.
 - ☐ 6. Dimension from centerline to edge of proposed right-of-way.
 - ☐ 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
 - ☐ 8. Location of 100 year flood plain.
 - ☐ 9. Location of storm water quality/detention facilities.
 - ☐ 10. Boundaries of development phases, if applicable.
 - ☐ 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - ☐ 12. Sensitive areas, as defined by the CWS standards.
 - ☐ 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 - ☐ 14. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.

- ☐ **D. UTILITY PLAN:**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. The entire lot(s).
 - ☐ 3. Points of access, interior streets, driveways, and parking areas.
 - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - ☐ 5. Proposed right-of-way, dedications and improvements.
 - ☐ 6. Proposed topographical information, showing 2 ft. contours.
 - ☐ 7. Location of 100 year flood plain.
 - ☐ 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
 - ☐ 9. Boundaries of development phases, if applicable.
 - ☐ 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - ☐ 11. Sensitive areas, as defined by the CWS standards.
 - ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- ☐ **E. LANDSCAPE PLAN:**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. The entire lot(s).
 - ☐ 3. Points of access, interior streets, driveways, and parking areas.
 - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - ☐ 5. Proposed right-of-way, dedications and improvements.
 - ☐ 6. Boundaries of development phases, if applicable.
 - ☐ 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - ☐ 8. Sensitive areas, as defined by the CWS standards.

- ☐ **E. LANDSCAPE PLAN (CONTINUED):**
- ☐ 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 - ☐ 10. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
 - ☐ 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
 - ☐ 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
 - ☐ 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
 - ☐ 14. Proposed location of light poles, bollards and other exterior illumination.
 - ☐ 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.
- ☐ **F. LIGHTING PLAN:**
- ☐ 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards and the ground.
 - ☐ 2. Type, style, height, and the number of fixtures per light.
 - ☐ 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
 - ☐ 4. 8 ½" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
 - ☐ 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted ½ foot candlepower measurement.
- ☐ **G. ARCHITECTURAL ELEVATIONS:** Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.
- ☐ **H. MATERIALS BOARD:** Provide **one (1) 8½"x11"** or **one (1) 8½"x14"** Materials Board that includes examples of all building materials, colors, and textures of exterior surfaces for building(s) and structure(s). *Materials Boards provided at a size other than what is indicated above will not be accepted.*
- ☐ **I. DESCRIPTION OF MATERIALS AND FINISHES FORM:** Provide one completed copy of the Materials and Finishes Form with the application submittal.

Note: *Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.*

I have provided all the items required by this five (5) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date



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Project Name: _____
DR #: _____
Date Received: _____
Date Approved: _____
Approved By: _____

DESCRIPTION OF MATERIALS & FINISHES

The following Information is required on this form at the time of submission for Design Review approval to the Board of Design Review. Information provided should be specific.

BUILDINGS – List individual structure variations, if any.

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EXTERIOR SIDING

Materials (species, grade, type, and pattern) _____

Paint or Stain colors (i.e. Olympic, Brown Stain #17) _____

EXTERIOR TRIM

Materials _____

Paint or Stain colors _____

ROOF

Materials _____

DOORS

Materials _____

Paint or Stain colors _____

WINDOWS

Frame type and color _____

FLASHING & DOWNSPOUTS



DESCRIPTION OF MATERIALS & FINISHES

Page 2 Of 4

Project Name:	_____
DR #:	_____
Date Received:	_____
Date Approved:	_____
Approved By:	_____

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APPROVED REVISIONS**

EXTERIOR STAIRS / BALCONIES / RAILINGS

Materials	_____

Paint or Stain colors	_____

GARAGES / CARPORTS

Materials	_____

Paint or Stain colors	_____

OTHER

TRASH ENCLOSURES

Materials	_____

Paint or Stain colors	_____

Location	_____

FENCING

Materials	_____

Paint or Stain colors	_____

Location	_____

LIGHTING FIXTURES

Fixture type, # lamps, wattage, height, color, etc.	_____



DESCRIPTION OF MATERIALS & FINISHES

Page 3 Of 4

Project Name:	_____
DR #:	_____
Date Received:	_____
Date Approved:	_____
Approved By:	_____

**OFFICE USE ONLY
APPROVED REVISIONS**

MAILBOXES

Materials, colors, location	_____
_____	_____
_____	_____
_____	_____

PEDESTRIAN PATHWAYS

Materials, colors, location	_____
_____	_____
_____	_____
_____	_____

RECREATIONAL AMENITIES

(i.e. benches, barbeques pit, tot lots, sport courts, etc)

Description of item(s) including materials and colors	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SITE ANALYSIS DATA

<u>Item</u>	<u>Lot Coverage in Square Feet (sf)</u>	<u>Lot Coverage in %</u>
BUILDING AREA	sf	%
PARKING AND DRIVING	sf	%
LANDSCAPING / OPEN SPACE	sf	%
TOTAL SITE AREA	sf	%



DESCRIPTION OF MATERIALS & FINISHES

Page 4 of 4

Project Name: _____
DR #: _____
Date Received: _____
Date Approved: _____
Approved By: _____

LANDSCAPE MATERIALS

On a separate sheet of paper list in chart form the proposed types of landscape materials (trees, shrubs, groundcover). Include in the chart genus, species, common name, quantity, size, spacing and method of planting for each type of plant.

Landscape Chart Example

<u>Common Name</u> - genus, species	<u>Quantity</u>	<u>Size</u>	<u>Spacing</u>	<u>Method of Planting</u>
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Trees

Incense Cedar - Calocedrus decurrens	12	6ft	20ft oc	B&B, branches to ground
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Shrubs

Compact Oregon Grape - Mahonia a. 'Compacta'	24	2 gallon	3 ft oc	Full Plants
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Ground Cover

Coast Strawberry - Fragaria chiloensis	48	4" pots	18" oc	Full Plants
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Designate method of irrigation

Designate street trees for each street abutting the property.

ACKNOWLEDGEMENT

I have provided all the items required by this four (4) page description of materials and finishes form. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date



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TYPE 2 DESIGN REVIEW TWO - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Design Review Two shall address compliance with all of the following Approval Criteria as specified in 40.20.15.2.C.1-6 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Design Review Two application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 4. the proposal is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards).
- ☐ 5. For additions to or modifications of existing development, the proposal is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards) or can demonstrate that the additions or modifications are moving towards compliance of specific Design Standards if any of the following conditions exist:
 - a. A physical obstacle such as topography or natural feature exists and prevents the full implementation of the applicable standard; or
 - b. The location of existing structural improvements prevent the full implementation of the applicable standard; or
 - c. The location of the existing structure to be modified is more than 300 feet from a public street.

If the above listed conditions are found to exist and it is not feasible to locate a proposed addition in such a way that the addition abuts a street, then all applicable design standards except the following must be met:

- d. If in a Multiple-Use District, building location, entrances and orientation along streets, and parking lot limitations along streets (Standards 60.05.15.6 and 60.05.20.8).
 - e. If in a Multiple-Use or Commercial District, ground floor elevation window requirements (Standard 60.05.15.8).
- ☐ 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



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TYPE 3 DESIGN REVIEW THREE - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Design Review Three shall address compliance with all of the following Approval Criteria as specified in 40.20.15.3.C.1-9 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Design Review Three application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. For proposals meeting Design Review Three application thresholds numbers 1 through 6, the proposal is consistent with all applicable provisions of Sections 60.05.35 through 60.05.50 (Design Guidelines).
- ☐ 4. For additions to or modifications of existing development, the proposal is consistent with all applicable provisions of Sections 60.05.35 through 60.05.50 (Design Guidelines) or can demonstrate that the additions or modifications are moving towards compliance of specific Design Guidelines if any of the following conditions exist:
 - a. A physical obstacle such as topography or natural feature exists and prevents the full implementation of the applicable guideline; or
 - b. The location of existing structural improvements prevent the full implementation of the applicable guideline; or
 - c. The location of the existing structure to be modified is more than 300 feet from a public street.
- ☐ 5. For DRBCP proposals which involve the phasing of required floor area, the proposed project shall demonstrate how future development of the site, to the minimum development standards established in this Code or greater, can be realistically achieved at ultimate build out of the DRBCP.
- ☐ 6. For proposals meeting Design Review Three application Threshold numbers 7 or 8, where the applicant has decided to address a combination of standards and guidelines, the proposal is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards) except for the Design Standard(s) where the proposal is instead subject to the applicable corresponding Design Guideline(s).

- ❑ 7. For proposals meeting Design Review Three application Threshold numbers 7 or 8, where the applicant has decided to address Design Guidelines only, the proposal is consistent with the applicable provisions of Sections 60.05.35 through 60.05.50 (Design Guidelines).
- ❑ 8. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.